

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

August 14, 2002

Prepared by: Joe Guerrero
Approved: January 8, 2003

Members Present

Tony Dickerson
Joe Guerrero
Ivonne Guzman-Cicero
Stephanie Hernandez
Charles Ross

Guests Present

Gayle Yost

Members Absent

Analisa Bevan
Russell Grace
Teresa Medeiros
Judy Yee

The meeting was called to order at 9:35 a.m. It was held via videoconference between the Cal/EPA Headquarters Building located in Sacramento and ARB El Monte offices. Upcoming meetings will be held via videoconference. In Sacramento, Conference Room 550 has been reserved through November and in El Monte, Conference Room 111, A&B in Annex 2 has been reserved through November.

APPROVAL OF PREVIOUS MINUTES

The committee approved the minutes from the May and July, 2002 meetings.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Gayle Yost reported that the Work Force Analysis and goals and timetables for persons with disabilities has been reviewed and approved by the State Personnel Board.

DISABILITY ADVISORY COMMITTEE REPORT

Health Form

Stephanie Hernandez mentioned that the Essential Functions Health Questionnaire form has been recently posted on ARB's web site. On the first day of employment, supervisors should present this document to new employees, for those jobs that do not require a physical examination, along with their proposed duty statement. This document does not represent a change in policy, however it does assist in opening up the lines of communication between a manager and their employee.

ADA Seminar

An Americans with Disabilities Act (ADA) and Reasonable Accommodation Seminar will be held in Sacramento on September 22nd in conjunction with a Department of Rehabilitation presentation by Mike Paravagna. The seminar will

be mandatory for managers. A similar event will be coordinated in El Monte but based on budget constraints, the ADA and Reasonable Accommodations seminar may be on a separate date from the disability awareness event.

CONTINUING (OLD) BUSINESS

2001 Highlights

The highlights from 2001 have been sent to Mike Scheible but no response has been received.

Career Decision Making Seminar

Both El Monte and Sacramento will be scheduled for a 9:30 a.m. start time to assist for those people who are traveling.

- Jil Harling and Carol Del Toro from the Office of Human Resources will be speaking for approximately 10 minutes at both locations. Currently Liz Loya is scheduled to speak on the Examination process although this could change. The upward mobility tools portion of the presentation will take approximately 20 to 30 minutes in the schedule.
- El Monte began generating a list of possible speakers, but several others will be needed. Sacramento and El Monte will work separately in coordinating local speaker that have used the upward mobility tools.
- The general criteria for a selected speaker would be someone who can serve as a role model because of their positive experiences with the process.
- Tony Dickerson drafted a memo to go to Mike Kenny and Mike Scheible regarding the seminar. The committee approved the memo with some minor editorial comments.
- Stephanie will send out a draft evaluation form for the seminar. The form will be sent to committee members prior to the next meeting.

NEW BUSINESS/OPEN AGENDA ITEMS

The July 10, 2002 revised note-taking schedule which includes new members was approved.

ADJOURN

The chairperson adjourned the meeting at 11:30 a.m.